



PEDIATRIC NURSING CERTIFICATION BOARD

Panel Composition

Policy statement/implementation:

The Pediatric Nursing Certification Board, Inc. adheres to all industry standards and requirements for panel composition as it pertains to certification exam development activities. This includes subject-matter experts (SMEs) recruited for, and involved in, job analyses, item writing, item review, form review, and standard setting activities.

The following policy represents critical characteristics of PNCB exam-related panel, task force, committee, or work group.

1. **Diversity:** With each volunteer cohort, PNCB is committed to recruiting and selecting certified individuals reflective of applicable pediatric practice in all relevant respects: *geographic location, years of experience, educational background, ethnicity, gender, practice setting and more*. See more details in the Volunteer Recruitment and Retention policy.
2. **Relevant Characteristics:** Panel members or PNCB SMEs must represent relevant characteristics of the certification credential for which they are volunteering. PNCB provides a fair opportunity for a diverse group of SMEs to participate over time by way of recruitment strategies and established term-limits.
 - A. For standing committees, the initial term is 3 years, with an option (if PNCB and SME mutually agree) to extend the term for an additional 3 years, for a total of 6 years. Moreover, PNCB staggers inaugural years for panel members so that new volunteers are introduced annually, while any legacy volunteers are released from their commitment.
 - B. Invitations for committee membership, or broader recruitment strategies, are purposefully distributed to ensure representativeness based on diversity criteria outlined in (1) above.
 - C. PNCB exam-related panel groups do not have a designated chair person.
 - D. PNCB assigns a Board of Directors liaison for Exam and Pediatric Update Committees to familiarize BOD members with the related activities.
3. **Qualifications:** Any panel or subset of SMEs involved in secure exam work or tasks must meet the following qualifications:
 - A. Have the necessary PNCB credential, active and unencumbered.
 - B. Perform direct patient care at least 20 hours per week, and/or having oversight of students in clinical settings specific to the relevant certification credential.
 - C. Attest to NO conflict(s) of interest such as creating content for, or participating in, review courses or review textbooks relevant to the exam, or pharmaceutical or medical product endorsement in the form of provision of educational programs or written content.
 - D. To eliminate potential conflicts, additional restrictions for CPNP-PC and CPNP-AC volunteers who are faculty in respective AC or PC academic programs include:
 - Cannot serve on Exam Committees, Form Review Committees, or Standard Setting Committees.
4. **Roles and Responsibilities:** Refer to the following documents and resources to see the level and type of involvement, as well as requirements to receive benefits, and other attributes for each panel or subset of volunteers relating to secure exams.
 - A. Exam Development Policy
 - B. Volunteer Role Descriptions (6 total), <https://www.pncb.org/volunteer>
5. **Training Appropriate to Task (Required):** Each panel or subset of SMEs receives formalized training from either PNCB, or PNCB's contracted test development vendor, or both, prior to any required work. Training can occur independently, virtually, in-person, or with any combination of the three, to include during the course of meeting

activities with specific task instructions. When exam content is shared as part of training, it is done so in a secure and confidential manner. Examples:

- A. Exam Committee training such as statistical item analysis, item review process, item editing, etc.
- B. Form Review Committee training to identify and address content currency, overlap and cueing of items, etc.
- C. RDS, JTA Task Force training such as differentiating tasks versus knowledge, role definitions, etc.
- D. Standard Setting Committee training such as creating a definition of minimal qualifications for exam candidate, rating questions based on definition, etc.
- E. Item Writing Workshop Participant training such as:
 - How to Write Better Items, PPT Presentation
 - Critiquing Your Items Before Submission, PDF handout
 - Item Writing Training Exercises, various
- F. Ongoing, External Item Writer training / resources such as:
 - Item Writing Infographic
https://www.pncb.org/sites/default/files/2017-04/Item_Writing_Infographic.pdf
 - Item Writing Manual
https://www.pncb.org/sites/default/files/resources/PNCB_Item_Writing_Manual.pdf

6. **Documentation of Recommendations** (when applicable) from SME(s) for the Task(s):

- A. Exam Committees
 - Decisions to edit or advance items to pre-test status are:
 - Documented in the exam bank by PNCB-contracted test development vendor.
 - Summarized in the Exam Development Record (of event) by PNCB-contracted test development vendor.
 - Summarized in the meeting minutes by PNCB.
- B. Form Review Committees
 - Decisions to use an exam form as presented, or replace items are:
 - Summarized by PNCB and sent to contracted exam development vendor via email and/or secure client portal.
 - Documented in the exam bank (and finalized form) by PNCB-contracted exam development vendor; occurs real-time during the event.
- C. Job Task Analysis Task Forces**
 - Vendor and PNCB staff document minutes of all aspects of the RDS process and meetings; vendor includes all SME consensus and decisions within the official, final report.
 - The consensus on content domain-level distribution of items during the Test Specifications web event constitutes the Task Force endorsement of the content outline.
- D. Standard Setting Committees**
 - Vendor provides a formal report and recommendations to PNCB staff.
 - Chief Executive Officer (CEO), Chief Credentialing Officer (CCO), Exam Development Team, and designated Board of Directors (BOD) representative(s) review and discuss vendor-provided cut score options and choose a defensible cut score based on multiple factors. The cut score is later presented to the full BOD for final approval.
 - CEO or staff designee informs test development vendor of final decision via email.

**For these items, the Board of Directors has oversight of the processes by which finalized content outlines and cut scores are determined. Reference the BOD Policy manual and section on shared governance.

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